

CHAPTER 9

DRIVER SELECTION, TRAINING, AND LICENSING

9-1. General. This Chapter provides general policy and guidance on the authority of DoD military, civilian, and contractor personnel to operate DoD motor vehicles.

9-2. Policy. DoD motor vehicles shall only be operated by military, civilian, or DoD contractors who meet all criteria in this Regulation, Chapter 930 of the Federal Personnel Manual (reference (ii)), and any other applicable Federal, State, local or host-nation law. To the maximum extent possible, this policy shall be effected through:

a. A comprehensive program for the proper selection, training, licensing, and supervision of personnel operating DoD motor vehicles,

b. Programs controlling access to such vehicles. Questions on the authority to operate DoD motor vehicles shall be resolved in strict compliance with this Regulation and any other applicable Regulation.

9-3. Selection. Selection of personnel authorized to operate DoD motor vehicles is of paramount importance to the accomplishment of the DoD mission and to the safe, efficient operation of the DoD motor vehicle fleet. Care must be exercised in selecting drivers to minimize the potential for loss of life, bodily injury, property damage, financial liability, or adverse public opinion from accidents. Applicants for positions involving the operation of DoD motor vehicles should be evaluated on their complete driving records, attitude, and aptitude. Selection shall be made in accordance with this Regulation, Chapter 930 of the Federal Personnel Manual (reference (ii)), and any supplemental instructions issued by higher authority.

9-4. Training. Training for DoD military and civilian drivers shall be organized to provide adequate instruction in the proper, safe, and efficient operation of DoD motor vehicles. Such training shall include both written examinations and hands on exercises to ensure driver proficiency before licensing. The DoD Components are encouraged to establish and conduct training programs for full-time vehicle operators that promote driver safety, fuel efficient vehicle operation, and reduced vehicle maintenance costs.

a. Additional training shall be provided to all operators of police vehicles, ambulances, fire trucks, crash-rescue vehicles, motorcycles, and all vehicles used principally to convey groups of passengers as prescribed by DoD Instruction 6055.4 (reference (jj)). The following subjects shall be covered:

- (1) Applicable laws and regulations.
- (2) Safe operating practices under normal and emergency conditions.
- (3) Operator inspection and primary preventive maintenance.

b. In accordance with Section 10 Executive Order 12759 (reference (kk))

and its implementing Federal Property Management Regulation G-56 (reference (11)), training shall be provided to all operators to ensure vehicles are operated in a fuel efficient manner. The basic fuel economy training should include:

- (1) Travel at reduced speeds. Fuel use increases significantly with speed.
- (2) Avoid sudden bursts of speed, tailgating and pumping the accelerator pedal while vehicle is in motion.
- (3) Use routes with minimum number of traffic signals and stop signs, if feasible. Plan ahead to avoid waiting for a traffic signal by gradually slowing prior to the signal. Avoid sudden stops to the extent practicable.
- (4) Do not idle engines for long periods. The "break even" point for the idle time for most vehicles is approximately one minute. Use the "right-turn-on-red" privilege where allowable to reduce idling time.
- (5) Eliminate weighty items unnecessary to the particular trip; empty trunk and storage compartments of excess tires, chains, tools, etc. to the extent practicable.
- (6) Refuel vehicle during the early part of the day to minimize evaporative loss. Avoid over-filling the fuel tank to prevent spillage caused by fuel expansion.
- (7) Use the air-conditioner sparingly, but operate at least ten minutes each week throughout the year.
- (8) Encourage two or more people to travel together.
- (9) Travel during off-peak traffic times if possible.
- (10) Use the most fuel efficient vehicle feasible for the job.
- (11) Use fuel with minimum octane rating recommended by the vehicle manufacturer which will not result in engine knock.
- (12) Keep tires inflated to the maximum pressure recommended by the manufacturer. Maintain the differential recommended in the owners's manual, if any, between front and rear tires. Check and adjust the pressure to the desired level when the tire is cold, e.g., when the vehicle has been sitting for three hours or more.

9-5. Licensing

a. The DoD Components shall establish procedures to identify those individuals, military and civilian, who are qualified to operate DoD motor vehicles. These procedures shall include the means to review both the competence and physical qualifications of individuals authorized to operate DoD motor vehicles as prescribed in the Commercial Motor Vehicle Safety Act of 1986,

Pub. L. No. 99-570 (1986), (reference (mm)). With the exception of military drivers and those DoD civilian motor vehicle operators who operate government vehicles within the confines of any military installation (and never on a public highway), all DoD civilian motor vehicle drivers will comply with the testing and licensing requirements of Pub. L. No. 99-570 (1986), (reference (mm)), and its implementing regulations. Noncivilian operators waived from the Act cited above include any active duty military personnel, and members of the Reserves and National Guard on active duty including personnel on full-time National Guard duty, personnel on part-time training, and National Guard technicians (civilians who wear military uniforms). The DoD Components shall prescribe licensing requirements for its military drivers that meet or exceed the minimum national requirements issued by the Secretary of Transportation in compliance with the requirements of 49 CFR 383 (reference (nn)). These requirements shall be revalidated at least once every 4 years in accordance with Chapter 930 of the Federal Personnel Manual (reference (ii)).

b. While DoD is not required to permit civilian employees to use government vehicles for obtaining a commercial driver's license, as that use is not considered official government business, Pub. L. No. 101-194 (reference (oo)) grants authority to the head of a government department or agency to prescribe appropriate conditions for incidental use of such vehicles for other than official use. This authority provides that the transportation must clearly be in the interest of the government, and that the transportation be related to official business. The use of a DoD vehicle by a civilian employee to obtain a commercial driver's license as a condition of employment meets the aforementioned provisions of the law, and is therefore authorized.

c. The DoD Components may waive issuance of the OF 346 to both military and civilian personnel for operation of nontactical vehicles, excluding forklifts, provided the driver possesses a valid state motor vehicle operator's license for the class of vehicle being operated and a current agency issued building pass or identification document. Military personnel not possessing a valid state motor vehicle operator's license and whose duties require the operation of motor vehicles should be issued an OF 346 in accordance with the issuing Component's regulations. As a minimum, such regulations shall include a requirement to verify driving records with the Department of Transportation's National Driver Register when applicants do not possess a valid state motor vehicle operator's license.

(1) In accordance with Pub. L. No. 99-570 (1986) (reference (mm)), DoD civilian personnel, before driving a DoD motor vehicle, must possess a valid and current state motor vehicle operator's license for the size and class of vehicle to be driven and must have a commercial driver's license to transport any hazardous material (requiring placards) in any vehicle over public highways.

(2) When requirements to issue an OF 346 to personnel are waived, the Components must develop alternative procedures to identify those individuals qualified and authorized to operate DoD motor vehicles.

(3) The DoD Components may waive the issuance of their OF 346 for military and civilian personnel who possess a valid state motor vehicle operator's license to operate nontactical administrative DoD motor vehicles where gross vehicle weight (GVW) is less than 10,000 pounds (4x2). Operators of emergency vehicles or buses (over 12 passengers), however, must obtain an OF 346.

d. Basic requirements for licensing are:

(1) A safe driving record as defined in Office of Personnel Management Qualification Standards.

(2) A valid state motor vehicle operator's license.

(3) Successful completion of a written examination and, where required, a road test.

(4) Pass a physical examination, where required.

e. For civilian personnel, authority to operate DoD motor vehicles shall be valid for the period corresponding to the employee's State motor vehicle operator's license. Optional Form 346 must reflect the class(es) of vehicles for which the operator is qualified, operator restrictions, if any, and record of violations and suspensions.

f. For military personnel, authority to operate a DoD motor vehicle shall extend throughout the operator's service career unless permanently revoked or suspended prior thereto. Similarly, a validated OF 346 shall be recognized among all Components as proper authority to operate the DoD motor vehicles specified.

g. Authority to operate any DoD motor vehicle may be suspended or revoked for cause at any time by the head of the installation and/or activity or designated representative. The authority shall not be restored until the operator involved has been found to be fully qualified by the head of the installation and/or activity or designee. Records of such suspensions shall be annotated on the operator's OF 346 and recorded in the driver's qualification record. The DoD Components shall not provide the DoT with data on OF 346 suspension or revocation actions.

h. Military and civilian government employees may retain their OF 346 upon transfer to new assignment. Upon separation from the government, only military personnel may retain their OF 346 provided the words, "Not Valid-Separated From The Service," are over-stamped or otherwise legibly marked on the front and back of the form. Military personnel transferring from active duty to active reserve Component status may retain their OF 346.

i. DoD personnel must have a valid State motor vehicle operator's license or an agency-issued OF 346, as required by their respective Component, in their possession at all times while operating a DoD vehicle off an installation or activity.

j. DoD personnel must present a validated OF 346 or State motor vehicle operator's license and an agency-issued identification document to obtain access to any DoD motor vehicle. Similarly, those documents must be in the driver's possession at all times while operating a DoD motor vehicle.

k. When there is any reasonable doubt regarding the authenticity or validity of an employee's State motor vehicle operator's license, Component officials are required to conduct a prompt, thorough inquiry. The DoD Components are encouraged to obtain a certified copy of the employee's driving record from

his or her State of residence and/or the State issuing the suspect license. Additional inquiries may be directed to the National Driver Register at the address below, or to any other source providing accurate data regarding operator accidents, traffic violations, license denials, and revocation and/or suspension of State or Federal driving privileges.

National Driver Register
National Highway Traffic Safety Administration
U.S. Department of Transportation
Washington, DC 20590

9-6. Driver Incentives and Awards. The DoD Components are encouraged to establish programs offering driver incentives and awards as a positive means of promoting compliance with established laws and regulations. Such programs have proven to be an effective means of reducing operational and maintenance problems and of increasing driver efficiency. Attainment of good skills in the proper and safe operation of DoD motor vehicles, warrants recognition through awards as determined by each Component.

9-7. Corrective Action. The DoD Components shall establish programs to take adverse, disciplinary, or other appropriate action against DoD drivers who fail to operate DoD motor vehicles in accordance with applicable laws and regulations. Such programs shall include provisions for the assignment of points for duty related traffic violations, the revocation and suspension of the authority to operate a DoD motor vehicle; and the recovery of damages not to exceed 1 month's driver's salary for damage resulting from negligence while operating a DoD motor vehicle. As a minimum, DoD Component orders and directives shall include the following reasons among those constituting sufficient cause for such action against DoD drivers:

a. The employee is convicted of operating a DoD motor vehicle while under the intoxicating influence of alcohol or narcotics.

b. The employee is involved in an accident while operating a DoD motor vehicle and is subsequently convicted of leaving the scene of the accident without making his or her identity known.

c. The employee is not qualified to operate a DoD motor vehicle because of a physical or medical condition. In making such a determination, agencies should consult a Federal medical officer or other medical authority as appropriate.

d. The employee's State or host-nation operator's license is suspended or revoked.

e. The employee has accumulated sufficient traffic violation points to warrant disciplinary action consideration.